

NEBRASKA

DEPT. OF WATER, ENERGY, AND ENVIRONMENT

Waste Reduction & Recycling Incentive and Litter Reduction & Recycling Grant Application Guidance Document and Quarterly Report Guidance Document

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I. General Information

The purpose of the Litter Reduction & Recycling Grant and the Waste Reduction & Recycling Incentive Grant programs is to fund activities that reduce litter and waste and promote recycling in Nebraska. This document is intended to aid grant applicants in the preparation of an application and the quarterly report by outlining what expenses the Nebraska Department of Water, Energy, and Environment (Department) has deemed eligible for reimbursement through these grant programs, and by identifying documentation that must be submitted as part of the application and quarterly report. This guidance document applies to grant applications received for the current grant period, unless otherwise indicated.

Contact the Department at 402-471-2186 and ask for the Litter or Waste Grants Section if you have questions or to discuss proposed grant projects.

II. General Requirements and Reimbursement

Eligibility and general rules for application:

- You (or your organization) must be in compliance with the Department's laws, regulations, and permits.
- You must be able to conduct business in Nebraska (example, an individual must be of legal age (see Neb. Rev Stat. 43-2101), or a corporation must be registered with the Secretary of State and remain in active status).
- If applying as an individual, you must be a Citizen of the United States or a qualified alien under the federal Immigration and Nationality Act and provide your social security number on the application.
- You can apply for more than one grant in the same year. The applications can be under both Litter and Waste programs and in any one of the five categories. If you are applying for more than one grant for the same year, a combined budget summary must be attached to each application. Failure to attach this summary could affect grant eligibility.
- There is a \$500,000 maximum request on each individual application.
- Grant funds received from the Department are to be used for the projects that were proposed in your approved application, such as to encourage recycling or waste/litter reduction.

Reimbursement of approved grant expenses and reporting:

- Grant funds are distributed through reimbursement of actual expenses within the grant term. You will need to submit quarterly reports with proper documentation in accordance with your grant agreement.
 - The Department may deny reimbursement of submitted expenses that don't promote recycling or waste/litter reduction.

- The Department may adjust grant award amounts to match the reimbursement standards in this guidance document.
- Quarterly reports must include a detailed spreadsheet with the reimbursable grant expenses and a separate detailed spreadsheet with the grant match expenses.
- If you combine costs on your quarterly reimbursement request by line item, list the costs used to get to this total in the notes section. For example, if insurance total is \$900.00, in the notes area put ABC Insurance Co - Auto \$250 Jan to Jun 2024/XYZ Insurance Co - Liability \$650 Jan to Jun 2024. Make sure covered dates are listed as well as the cost of coverage and insurance company.
- The normal processing time for staff to review quarterly reports is between 1 to 5 business days. If your report is returned for corrections the 1 to 5 days will increase by the number of days it takes to be resubmitted. Once your report is reviewed and approved, expect payment within 5 to 15 business days via check or electronic funds transfer ACH. New grantees are required to complete the State of Nebraska W9 form prior to grant funds reimbursement.
(https://das.nebraska.gov/accounting/docs/links/payroll/pdf/W9_signed%20Olsen.pdf).
- You need to submit your quarterly report to the Department within 30 days after the end of quarters 1, 2, and 3 and 45 days after quarter 4.
- When a paystub covers time worked in different grant quarters, you will report based on the pay date and the corresponding quarter.
- All expenses will be reimbursement for the reporting quarter only. Prior approval for out of quarter expenses will be approved if the situation demands it.
- If you are providing a service for another organization that received department funding, any grant funds requested for personnel, supplies, operating expenses, travel, and contractual services cannot be used to offset costs when preparing a bid for goods or services for any person or organization that is applying for grants from the Department. Refer to conflict of interest in the grant agreement.
- Records of grant and match expenses must be retained for inspection for three years after the grant period ends.
- **The following expenses are not eligible for reimbursement or match.**
 - Beautification expenses
 - Property Tax and Real Estate Tax
 - Employee Bonus/Recognition Expense
 - Food & Beverage Costs Unrelated to Travel
 - Late Fees or Interest Charged on Invoices
 - Prizes, Gift Cards, or Donations of any Kind-including gift baskets or raffle items
 - Decorating services
 - Guest/Non-Staff Travel Expenses
 - Grant Writer Costs
 - Supplies for Pet Waste Clean-up or any Project that is Pet Related
 - Stand Alone Trash Receptacles
- Funds expended as cash match and non-cash contributions provided before the beginning or after the end of the grant term are not eligible to be used as match.

- Grant funds cannot reimburse expenses outside of the grant term. “Grant term” means the time from the beginning date to the end date of the grant agreement.
- If goods are ordered or received, or services are performed prior to the beginning date of the grant term, the department will not reimburse the associated expenses.
- You have 45 days after the end of the grant term to submit any eligible outstanding debts for reimbursement.
- Budget modification requests must be submitted to the department no later than December 15th of the grant term year.
- Grant extension requests will be reviewed by management on a case-by-case basis. Typically, extensions are not granted unless they are for something outside of the grantee’s control.

III. Match Funds

- “Match” or “matching funds” is cash value of qualified expenses not reimbursed, or the economic value of qualified non-cash contributions provided by the applicant or outside parties such as donors, which is used to advance goals of a project that is the subject of a grant award.
- The calculation of match to the Department grant should be explained, either on the budget form or as an attachment to the application.
- Cash or non-cash matching funds are not required when applying for a Waste or Litter grant but will be considered as scoring criteria on the application.

Match Ranking Points

Between 50% and 100% cash & non-cash match	10 points
Between 25% and 49% cash & non-cash match	5 points
Between 0% and 24% cash & non-cash match	0 points

- Examples of non-cash match include, but not limited to certain personnel expenses, donated advertising or supplies, equipment usage, and donated office rent.
- Volunteer time is not eligible to be used as a match
- Only contributions that advance the project, as defined in the grant application, are eligible to be used as match.
- Department grant funds cannot be used as matching funds for another department grant.
- Cash and Non-Cash match should be budgeted by category in the application process. However, we do not track cash and non-cash separately and you will not have to meet

match targets category by category. We will accept category match amounts exceeding the budgeted amount and category match that was not included in the original grant application. All eligible match submitted on quarterly reports will count towards meeting your total match percentage. Budget modifications to match will no longer be needed.

- Example 1: In supplies you budgeted \$2,000 for Cash match and \$0 for non-cash. Your actual reported amounts are \$3,000 in Cash Match and \$500 in Non-Cash. We will give you credit for \$3,500 towards your total match percentage.
- Example 2: If you have incurred costs in a category that was not applied for, you will be given credit for that amount towards your total match percentage
- Remember to track your match throughout the grant year to make sure you are meeting your approved match percentage. Not meeting your percentage may result in a reduction of your approved grant total. This reduction can result in a need to return previously received funding.
- . You must obtain and submit documentation for ALL match, including non-cash, at the time you report it on your quarterly report. This documentation must be included with the report; it is no longer acceptable to provide it only upon request or during an audit. Failure to submit required documentation with your report will result in the match being disallowed and may affect your overall grant award or reimbursement. Documentation obtained after the fact will not be accepted.
- **Documentation for ALL cash match and non-cash match will be required to be submitted with quarterly reporting.**
- Non cash documentation must include a dated and signed letter stating exactly what was donated and what the monetary value of the donation is.

IV. Personnel Expenses

Note: Personnel expenses (payroll, insurance, and other benefits), whether proposed to be reimbursed by the grant or used as a match, are only calculated on hours or the percentage of time per pay period that relate specifically to the grant for which reimbursement will be made.

Your payroll expenses are considered incurred on the pay date.

- The Department will reimburse personnel wages up to a maximum of \$30.00 per hour worked, per employee, limited to a total of 40-hour workweek for all grants being reimbursed.
- Personnel costs should be reported in the quarter in which the pay dates are incurred. Payroll is reimbursed based on the pay date, not the days worked. Ex: if an employee's

paycheck includes dates worked in Q1 and Q2 and the pay date is Q2, then that entire paycheck would be reimbursed in Q2.

- Grant funds may also be used to reimburse the employer's share of social security taxes and Medicare taxes on wages up to \$30.00 per hour (7.65% of gross wages). Applicable workers' compensation, and unemployment insurance will be reimbursed in addition to the \$30.00 per hour maximum reimbursement.
- Grant funds may be used to reimburse the employer's share of employer-provided health, dental, or vision insurance premiums, not to exceed actual cost up to \$5.00 per hour in total.
 - Example: hourly rate x hours worked = gross wages x 7.65% (social security/Medicare rate) + applicable benefits = total salary for employee
 - $\$30/\text{hour} \times 520 \text{ hours} = \$15,600 + \text{FICA} = \$1,193.40 (\$15,600 \times 7.65\%) + \$2,600 (520 \text{ hours} \times \$5.00 \text{ (health, dental, and vision)}) = \$19,393.40$. This amount represents the maximum amount for personnel per employee (for all grants they work on) for the average quarter.
- The following documentation is required for reimbursement of personnel costs.
 - Employee name and title must be listed on the quarterly report and must match the documentation provided.
 - A copy of the paystub or actual payroll record showing the dates and hours worked, employee name, pay date, and the hourly rate of pay.
 - If providing a spreadsheet for payroll documentation (and not providing pay stubs), cancelled checks must also be included.
 - Timesheets and records showing the activities, dates, and hours worked on the grant project.
 - For the employer's share of social security and Medicare taxes to be reimbursed, attach a copy of the Federal form 941 for the quarter. Include Federal form 944 if payroll taxes are paid annually.
 - **You MUST include proof of payment with 941 form if claiming FICA.**
 - If requesting payment for employer-provided health, dental, or vision insurance, provide documentation showing the cost and payment of the premiums, type of insurance, dates of coverage, and insured person's name.
- Health Insurance, liability, and workers' compensation insurance premiums will be reimbursed for coverage during the reporting grant year only.
- The following personnel expenses will not be reimbursed by the grant, but **can be used as matching cash funds**:
 - Paid wages in excess of \$30.00 per hour, limited to a 40-hour work week.
 - Employer-paid social security and Medicare (FICA) taxes paid on wages in excess of \$30.00 per hour, limited to a 40-hour work week.
 - Employer-provided health, dental, and vision insurance costs over \$5.00 per hour, limited to a 40-hour work week.
 - Employer-provided stipends to cover health insurance premiums or health savings account contributions.

- Employer-provided life insurance costs.
 - Employer-provided retirement account contributions and any software pertaining to retirement contributions.
 - Tuition or higher education paid as an employee benefit.
 - A payout for unused sick or vacation leave upon termination of employment.
 - Overtime payments and applicable FICA/Medicare costs.
 - Indirect costs as a percentage of gross wages.
- **If Grantee uses indirect costs as a cash match to the grant, the Department will not reimburse costs for office rent, utilities, phone, internet, printing, etc.**
 - **Bonuses will not be reimbursed by the grant and cannot be used as a cash match to the grant.**

V. Supplies, Operating, and Travel Expenses

- **Supplies are any item purchased for use in the operation of the grantee's office and/or program activities. Examples include but are not limited to:**
 - Computer software or program as a one-time purchase (may also be used as operating)
 - Basic office supplies, paper, staples, ink, office furniture, etc.
 - Computer hardware under \$5000.
 - Program supplies for education projects, glue, markers, card stock, etc.
 - Promotional items used as handouts, coloring books, crayons, pencils, etc.
- Clothing is no longer a reimbursable expense but can be used as cash match.
- All eligible expenses are incurred on the date of the invoice, not the payment due date.
 - All insurance including but not limited to liability, worker's compensation, and auto premiums will be reimbursed for coverage during the reporting grant year only.
- For expenses to be eligible for reimbursement, goods must not be ordered or received, or services performed prior to the beginning or after the end date of the grant term.
- **Operating expenses are costs for expenses that are required to run your program. If the service is an on-going subscription, this would be considered an operating expense. Examples are but not limited to:**
 - Landline telephone and cell phone services are reimbursable only if the service contract is with the grantee's organization.
 - Rent
 - Advertising
 - Internet
 - Web Hosting
 - Utilities (gas, electric, phone, water, sewer, trash/recycling pickup)
 - Vehicle and trailer maintenance and licensing
 - Printing and/or printer rental
 - Video meeting subscriptions

- Membership fees
 - Computer hardware under \$5000
 - Communications & payroll subscriptions (ZOOM, Mailchimp, Adobe, QuickBooks, etc.)
 - Training for staff not employed by the applicant, provided it is in line with the objectives of the grant agreement, will be approved. Exp: Training for recycling center operators around the State that are not grantees.
- Utility expenses (internet, gas, electric, phone, water, sewer, trash/recycling pickup) are considered incurred on the invoice date. The date of the invoice, not the payment due date must reflect the current grant term calendar year.
 - If your insurance coverage is for time outside of the reporting grant year, reimbursement will be adjusted and prorated according to the current grant term. Insurance invoices must include the dates of coverage and type of insurance (auto, liability, etc.).
 - Worker's comp insurance and unemployment insurance should be requested in personnel.
 - Your rent is incurred on the first day of the rental period. For example, if you have a one-year lease and pay for your rent on a monthly basis, then your rental expenses are incurred on a monthly basis on the first of the month. If your rent is prepaid for the entire year in advance, the Department would prorate the reimbursement according to the current grant term.
 - A copy of a dated detailed rent invoice or copy of the current lease agreement would provide the required documentation to request reimbursement for rent.
 - Home office expenses, such as rent, mortgage, utilities, or internet services will not be reimbursed unless there is no outside permanent office for the organization. If this is the situation, then home office expenses may be used as an in-kind match to the grant. Expenses will be calculated as an in-kind match using the current rules and allocation method allowed by the Internal Revenue Service at www.irs.gov.
 - Vehicle and trailer maintenance and licensing costs are reimbursable as operating expenses only if mileage is not being claimed for the same vehicle. Eligible costs include routine maintenance, emergency repairs, registration fees, and required inspections. Requests must include itemized invoices, proof of payment, vehicle identification, and confirmation that mileage is not being claimed elsewhere.

Grantees must choose either: Reimbursement for mileage, or Reimbursement for actual maintenance, repairs, and licensing costs — but not both for the same vehicle.

- **Travel expenses**
 - To receive reimbursement from grant funds, travel and meal expenses must comply with the Nebraska Department of Administrative Services policies and regulations (<https://das.nebraska.gov/accounting/erd.html>).

- Only actual amounts paid for meals will be reimbursed and require a detailed receipt showing what was ordered.
 - Original detailed receipts must be submitted for all costs totaling \$5.00 or more. A signed credit card receipt without itemized purchases will not work.
 - Snacks fall under the category of “personal maintenance” and are not eligible for reimbursement.
 - Alcoholic beverages will not be reimbursed.
 - Meal expenses incurred in the city or town in which the residence or primary work location of such employee is located, are not reimbursable.
 - Meal expenses incurred within one hour of travel start or stop times, are not reimbursable.
 - Meal tips exceeding 20% will not be reimbursed.
 - In-state travel total meal expense reimbursement is limited to a maximum of \$51.00 per day including taxes and tips.
 - Maximum reimbursement for one meal cannot exceed \$35.00 including taxes and tip for both in-state and out-of-state travel.
 - Requests for reimbursement of mileage for business use of a vehicle must include a mileage log for each trip showing the date, start and stop point of destination, number of miles, and purpose of the trip.
 - Hotel nights are reimbursable if travel is 60 miles or more from home base. If you are traveling less than 60 miles, you need to get preapproval to use grant funds for reimbursement.
 - Hotel charges will be reimbursed up to the conference block room rate, attendees will be responsible for any room charges above that rate.
 - You must include conference schedules to be reimbursed hotel, airfare, and meals.
 - You will not be reimbursed for meals that are included with conference registration.
- Meal reimbursement for overnight travel
 - Breakfast, if employee leaves at or before 6:30 a.m.
 - Lunch, if employee leaves at or before 11:00 a.m. or returns at or after 2:00 p.m. on the last travel day.
 - Dinner, if employee returns at or after 7:00 p.m. on the last travel day.
 - Meal reimbursement for one day travel (both in-state and out-of-state)
 - Breakfast, if employee leaves at or before 6:30 a.m.
 - Lunch, noon meals for one day travel are not reimbursable whether in-state or out-of-state.
 - Dinner, if employee returns at or after 7:00 p.m.
 - Reimbursement of out-of-state meal expenses is limited to the GSA per diem rates. (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).
 - Out of state travel to conferences
 - Travel expenses, such as airfare and registration fees, are incurred when the ticket is purchased, and the registration fee is paid. However, these expenses will be reimbursed in the quarter that the travel occurs, not in the quarter they

were purchased. Proof of payment and a confirmation receipt is required for reimbursement. This is the only case where expenses incurred before the grant term may be reimbursed.

- Travel expenses are limited to no more than two (2) reimbursements. These two could be board members and/or permanent full-or part-time staff. The travel request should identify the person who will incur travel expenses by their position or title within your organization in the grant application. If a grantee can demonstrate a need for more than two individuals and provides justification, the limit can be increased with prior approval.
- Travel expenses must be identified by traveler name on the report.
- Training for staff not employed by the applicant, provided it is in line with the objectives of the grant agreement, will be approved. Exp: Training for recycling center operators around the State that are not grantees.
- **Equipment**
 - All equipment costing \$5,000 or more will need to follow the Cost Estimates/Bids for Equipment in Section VII of this guidance document.
 - Warranties will be required for any single piece of equipment with a purchase price of \$100,000 or more. These warranties must cover a minimum of seven (7) years. Reimbursement will **not** be approved for equipment over \$100,000 if a warranty meeting these criteria is not provided.
 - Equipment reimbursements must include all proper documentation when submitted with the quarterly report. This includes:
 - Completion of the equipment section on the quarterly report
 - A copy of the invoice
 - Cancelled/cleared check(s) (front and back)
 - Warranty documentation (if applicable)
 - Expected Service Life (ESL) will be assigned to each piece of reimbursed equipment at the time of reimbursement review. The grantee will receive:
 - A notification letter identifying the assigned ESL
 - A sticker that must be placed on the piece of equipment for the duration of the ESL.
 - A copy of the lien filed on the piece of equipment, which will remain in effect for the duration of the ESL.

VI. Litter Reduction and Recycling Grants Cleanup Grant Category Only

What are the requirements of a Cleanup Grant?

- Litter Reduction and Recycling cleanup grants will reimburse supplies necessary to perform the cleanup work (gloves, bags, grabbers, high-visibility vests, signs, etc.) along with a maximum reimbursement for miles (\$75/mile) and acres (\$15/acre) cleaned. Personnel and operating expenses will not be reimbursed.
- Miles selected for cleanup must be different from those miles designated for cleanup through the Nebraska Department of Transportation's Adopt-A-Highway program.
- If the Department reimburses the cleanup of miles or acres, the hours spent by volunteers providing the cleanup work cannot serve as match to other Department grants.

VII. Cost Estimates/Bids for Equipment, Contractual Services, and Supplies - (Items \$5,000 or more)

NOTE: For scrap tire project bidding requirements refer to Section X.

Three (3) Bid Requirement Overview

If your application includes any equipment, contractual services, or supply purchases (including promotional items) where the cost of a single item or bundled purchase totals \$5,000 or more, you are required to submit three (3) comparable, written cost estimates or bids from different vendors. These bids must be:

- Dated within one year of the grant application submission date
- Submitted with the grant application

This requirement applies to:

- Single equipment purchases that exceeds \$5,000 (e.g., a trailer, shredder, etc.)
- Bundled or bulk supply purchases that exceeds \$5,000 (e.g., classroom recycling kits, promotional giveaways, safety vests, etc.)
- Contractual service (e.g., media services, hauling, consultant work) that exceeds \$5,000

Acceptable Forms of Bids

- Copies of individual items for sale online will count as a cost estimate, (ex: Craigs List or Amazon). The vendor's name, item description, price, and date must be captured. A screen shot is acceptable.
- If received by email, include the email chain along with the bid document.
- If a vendor declines to bid, include a copy of the decline communication (preferably email)
- No response to bid may count as a bid but you must include sufficient documentation that you made an effort to obtain a bid. Email documentation works best to prove that you reached out to them more than once and made a good faith effort.

Grant applications bids must include the following items:

- Name and address of company providing the bid
- Date of bid
- Clear item description (model numbers alone are insufficient)
- Cost of the item/service
- Indication of which bid was selected and confirmation that it matches the item described in the application

If the bid does not clearly identify the item as matching the requested item (e.g., it must say "trailer" if applying for a trailer), it will be deemed ineligible. The Department will not research part or model numbers to determine item eligibility.

Exceptions to the Three-Bid Rule

- If three bids cannot be acquired, you must provide adequate justification and documentation in the application. Exceptions to the three-cost estimate/bid rule may include:
 - **Sole source justification** - if the product or service is only available from one source due to compatibility, location, or proprietary nature.
 - **Documented good faith effort** - if multiple outreach attempts failed to produce three bids.
 - **The following are examples that do not meet the definition of a good faith effort.**
 - Wanting to “buy local” is not sufficient justification for not getting three cost estimates/bids.
 - A list of names of companies you contacted by phone, but who did not respond, would not be sufficient justification of a good faith effort to obtain bids. However, copies of correspondence with vendors, requesting a bid, may be considered when determining if a good faith effort was made to obtain bids.
 - Being unable to get cost estimates/bids close to the application deadline would not meet this requirement.

Award & Reimbursement Rules

- If the application is approved, the grant award amount will be based on the lowest cost estimate/bid submitted. You can select a higher cost estimate/bid, but you will only be reimbursed for the lowest cost estimate/bid submitted. The additional amount you pay can serve as a cash match to the grant.
- If the lowest cost estimate/bid is not acceptable, you may submit justification on the application, requesting that the Department approve the reimbursement of a higher cost estimate/bid. The Department will decide if the justification is acceptable.

Contracts and RFPs

- If you are applying for grant funds for contractual services, and you have already signed a contract for those services when you submit the grant application, you need to submit a copy of the signed contract and documentation demonstrating compliance with the conditions of section VI. The following documentation must be included in your application each time grant funding is applied for:
 - The original contract for services.
 - The three comparable dated bids or written cost estimates from different vendors.
 - Supporting documentation for the justification if the low bid was not accepted.
- If your organization has accepted proposals in response to an RFP, but a contract has not been issued at the time of the Department’s grant application deadline, and your organization requires that the proposals remain confidential, a bid/proposal-submittal time extension will be allowed. Submit a copy of the complete RFP and a summary of the proposals (with total cost) received with the grant application by the deadline. Copies of three proposals must be received by the Department within 45 calendar days from the close of the grant application period. If a contract has not been issued within 45 calendar days (so the proposals would no longer be considered confidential), the application will not be scored or considered for funding for the current grant round.

A generic statement that the RFP is “available upon request” is not sufficient. The full RFP must be submitted with the application.

VIII. Proof of Payment Types

To receive reimbursement for eligible expenses, proof of payment must be submitted with your quarterly report. For certain projects (e.g., completed scrap tire projects), proof of payment may also be required at the time of application.

1. Cancelled/Cleared Checks (Required for Purchases Over \$5,000)

Cancelled/cleared checks.

- Images of cancelled/cleared check(s) (front and back) are required for reimbursement of purchases of equipment, contractual services, and for the cost of tire-derived products (artificial turf fields, athletic running tracks, playground surfaces, etc.) and/or crumb rubber (includes rubber landscaping or playground mulch).
- Cancelled/cleared check(s) or other proof of payment are required to be submitted with the grant application for reimbursement of tire-derived products and/or crumb rubber if these items have already been purchased at the time of application for completed projects.
- The image of a cancelled/cleared check(s), front and back, should be included with the quarterly report for grants that require quarterly reports and for completed tire projects.
- You should block out the account number on your check before uploading.

2. Other Acceptable Proof of Payment

If the purchase is **less than \$5,000**, and a cancelled/cleared check is not available, you may submit one of the following:

- A credit card statement showing vendor name, payment date, amount paid (account number must be redacted)
- Electronic accounting ledger or report showing vendor/payee name, payment date, amount paid and description of purchase.

The payment date is based on the date the credit card was charged, or the date funds cleared your account.

IX. Related Parties Providing Goods or Services

To ensure transparency and prevent conflicts of interest, special requirements apply when **related parties** provide goods or services that will be reimbursed by the grant or counted as match.

Definition of a Related Party

A related party includes, but is not limited to:

- A family member (including in-laws) of an individual with control, joint control, or significant influence over the grantee
- A business owned or controlled by such a family member
- A business owned, controlled, significantly influenced, or managed by:
 - A grantee
 - A member of a grantee's key management
 - A related individual or entity as described above

Full definition:

"Related party means a person or a member of that person's family (including in-laws) that is related to someone who has control, joint control, or significant influence over the Grantee or is a member of its key management personnel, or an entity if, among other circumstances, it is a parent, subsidiary, fellow subsidiary, associate, or joint venture of the Grantee, or it is controlled, jointly controlled, or significantly influenced or managed by a person who is a related party."

Disclosure and Documentation Requirements

If a related party is proposed to provide any goods or services (whether for reimbursement or match), the following conditions apply:

- The relationship must be fully disclosed in the grant application.
- The related party or business must provide a written cost estimate or bid at the time of application submission, in compliance with all applicable bid requirements (see Section VII).

Example:

If a grantee's sibling owns a small IT business and is hired to design a recycling program's website or provide technology support, this is a related party transaction.

- The relationship to the grantee must be disclosed in the application.
- The IT services must be bid out with at least three comparable estimates, including the sibling's proposal.
- The work must be competitively priced, and documentation must be included at the time of application for the expense to be eligible.

Consequences of Noncompliance

Failure to disclose a related party relationship or failure to submit a required bid or cost estimate from the related party at the time of application may result in:

- Denial of reimbursement
- Rejection of the associated match amount
- Potential audit findings

Be transparent: If you are unsure whether a relationship qualifies as a related party, it is recommended to disclose it and provide documentation.

X. Scrap Tire Grants

This section outlines the requirements for Scrap Tire Grant categories, including collection events, tire-derived product/crumb rubber reimbursement, civil engineering, and equipment funding.

Bidding Requirements (All Categories)

The department will only require three bids if the cost of the project is over \$25,000. Three comparable, dated (no older than one year from the date of grant application submission), written bids. The Applicant must go with the lowest bid unless they have a good, documented reason to go with another bid.

Scrap Tire Collection Grants

Eligible Applicants: Political subdivisions only.

- The grant can cover up to 100% of the cost of the event, including expenses for a permitted scrap tire hauler to remove collected tires, cost of equipment used to pile tires for the haulers for removal, advertising, and labor to monitor the collection log during the hours the event is open. This grant is available to political subdivisions only. All equipment used for rental for the project must be included in the grant application including bids (if the cost is over \$25,000). Reminder, the bids from Nebraska Permitted Haulers must only include the costs for loading, hauling, and recycling.
- The grant agreement contains all relevant requirements. Some examples include:
 - The grant is only available to political subdivisions.
 - Scrap tire collection events must be open to the public and all businesses, except those that collect a tire disposal fee.
 - Scrap tire collection events should be held for no longer than three days unless the Department provides prior approval. If approved, labor reimbursement will be limited to three, eight-hour days for a total of twenty-four hours per person.
 - A collection log is required for all days of the event.

- Three cost estimates/bids from scrap tire haulers permitted to haul tires in Nebraska must be submitted with the grant application is required if the project exceeds \$25,000.
- If the bidder has applied for a hauler's permit, the permit must be issued prior to the proposed event and evidence of a permit issuance needs to be provided. If this is not provided the department will not reimburse the costs requested in the approved grant application.
- To receive payment for your covered expenses you must include machine-generated scale tickets, handwritten scale tickets will not be accepted.
- Nebraska Certification of Tires Used must be included with the application for priority funding consideration.
- Tires collected in excess of the tonnage proposed in your awarded grant application will be your responsibility unless the Department has approved additional funds.
 - ⊖ Any additional funding will come from other scrap tire collection events that did not use all their awarded funds because they collected less tires than planned.
 - If additional funding is approved, an amendment to the grant agreement will be required. You will be notified if the additional funding is approved through a DocuSign email.

Tire-Derived Product and Crumb Rubber Reimbursement Grants

Reimbursement Rates:

- Up to 50% of the cost of crumb rubber (example, used as playground or landscaping mulch, or for manufacturing)
- Up to 25% of the installed retail cost of tire-derived products (e.g., artificial turf athletic field, running track surface, poured-in-place playground surface or playground mats or tiles)

You may **not** apply for both 25% and 50% funding for any part of a single project.

Eligibility & Application Limits:

- Each project/location must be submitted as a separate application.
- Applications over \$500,000 or for multiple project types/locations will be rejected and not accepted for review.
- Projects completed more than 2 years ago are ineligible.
- Proposed projects must not begin before January 1 of the grant award year.

Material Requirements:

- All applications must include the weight of the sand, carpet, and rubber in the notes section of the application. The weight of the rubber must make up at least 25% of the total combined weight of these 3 materials to be considered for review.

Required Documentation (at Application & Reimbursement)

- If applying for a completed 25% of the installed retail cost of a tire-derived product (artificial turf athletic field, running track surface, poured-in-place playground surface or playground mats or tiles), you must include/upload the completed **25% Scrap Tire Eligible Reimbursements Form**.
- Grant awards and agreements for proposed projects run from the beginning of the calendar year to the end of it. If your project is completed or proposed to be completed between the grant application period, and the agreement time frame, for example: application period closes before January 1, 2026, your application for a *proposed* project will be rejected. The applicant must submit their application as completed during the application period in 2026. No exceptions will be considered.
- **Completed projects:** Projects completed **before the end of the grant application period** are eligible for funding. However, **all required documentation must be submitted with the application**. Incomplete applications will be rejected, and applicants will need to reapply during the next year's grant cycle.
- **Proposed projects:** projects that have not been started prior to the application period and will NOT be started before the grant term (January 1 of the next year). If awarded, the projects cannot be started (including any purchases for the project) until January 1 of the grant award year. If the materials are purchased or the project is started prior to January 1 of the award year, you will **NOT** be reimbursed for any expenses.
- You need to submit three cost estimates/bids (see section VII) with your application if your project meets either of the following conditions.
 - If the project is completed at the time of grant application submittal, the retail cost of the project was \$25,000 or more. The term "completed" means the scrap tire goods or services were delivered and fully provided and paid for prior to the closing date of the application period.
 - If the project is proposed to be completed or started after the closing date of the grant application period, and the retail cost of the project is \$25,000 or more.
- You must provide the following for reimbursement:
 - A detailed invoice and/or a copy of the fully executed contract for the goods or services.
 - Images of the front and back of the cancelled/cleared check(s) or other forms of documentation of payment found in Section VIII "Proof of Payment", equaling the total amount of the project that contains recycled tire rubber.
 - Certification letter or document from the tire processor or product manufacturer that scrap tires from Nebraska were used to receive priority grant funding consideration. A statement in the application or bids for a project that scrap tires from Nebraska were or will be used is insufficient to receive priority grant consideration.
- **25% Scrap Tire Eligible Reimbursements Form must be submitted with the application for completed projects.**
- **25% Scrap Tire Eligible Reimbursements Form must be submitted with reimbursement request for proposed projects.**

Detailed Invoices for 25% or 50% Project Reimbursement Requests

- A detailed invoice must be provided for the actual retail cost of the product. The retail cost can include the cost of oversight by a general contractor. However, the retailer or the installer detailed invoice or bid should be provided in applications for both completed and proposed projects.
- Turf Projects. The department may reimburse 25% for the following:
 - Artificial turf w/ infilled sand/crumb rubber and seaming materials (whether glued or sewn)
 - Inlaid lines and logos made from carpet material.
 - Mobilization costs
 - Shipping costs and unloading
 - Fields reusing crumb rubber from old turf. The costs for the carpet, sand and newly purchased crumb rubber to add to the reused rubber, along with the installation and shipping costs will be reimbursed at 25%, as long as the turf still contains a minimum of 25% recycled tire content. The Department will not reimburse the costs for the reused crumb rubber itself, nor the costs for labor to remove, screen or reapply the reused rubber. The Department will only reimburse the crumb rubber costs once.
 - Emulsion between concrete floor and turf to keep turf from skidding or moving over time.
 - Batting cage mats (extra carpet if filled with rubber infill)
 - E-layer/CushDrain elastic layer/shock pad if 25% recycled tire content.
 - Installation costs directly related to reimbursable tire derived materials
- Tracks or Other Poured in Place Projects. The Department may reimburse 25% for the following:
 - Latex or polyurethane base mat using at least 25% SBR rubber.
 - Track striping plus school logos
 - Patching of base mats- patch material must be 25% SBR rubber.
 - Installation costs directly related to reimbursable tire derived materials
- Tiles and Mats. The Department may reimburse 25% for the following:
 - Actual cost of the tiles or mats if they are made of at least 25% rubber.
 - Connectors (Quad Blok)
 - Playgrip
 - Adhesive/glue
 - Trowels
 - Ramps to access the surface if made of 25% recycled tire rubber.
 - Shipping charges and taxes.
 - Installation costs directly related to reimbursable tire derived materials
- Crumb rubber. The Department may reimburse 50% for rubber mulch for the following:
 - The actual cost of the mulch.
 - Shipping and taxes.

Cost-Sharing for Scrap Tire Civil Engineering Uses grant reimbursement and documentation.

- Up to \$20/ton of the actual cost of scrap tires used for approved civil engineering purposes can be reimbursed.
- A detailed invoice, an image of a cancelled/cleared check (see the section on proof of payment), and either scale tickets or other documentation verifying the weight of the tires. If tire chips are used around the laterals of a septic tank installation, a County Health Department inspection form for septic installation could be used to confirm the tonnage of tire chips used.
- When selecting applications for funding, the Department gives a priority for those projects that certify the products are made from scrap tires from Nebraska.
- An application may be submitted prior to (proposed project) or after completing (reimbursement) the project.

Scrap Tire Equipment Grant reimbursement and documentation.

- Up to 50%) of the cost of capital and startup costs for processing, manufacturing, collecting, and transporting scrap tires.
- Expenses for this grant category must be incurred during the grant term.
- A detailed invoice and image of a cancelled check (see the section on proof of payment) will need to be provided after the grant project is approved for grant funding.

XI. Deconstruction of Abandoned Buildings Application - Required Documents

- Cities of the first class, cities of the second class, villages, and counties of 5,000 or less population are eligible to apply.
- Written certification from History Nebraska that the building is not on, or eligible to be on, the National Register of Historic Places.
- Any available documentation on past building uses; uses that involved hazardous materials may require additional surveys and abatement. Hazardous materials must be handled properly by licensed professionals.
- Three cost estimates/bids are required:
 - One cost estimate/bid for the cost of normal demolition, including disposal costs. The square footage of the building must be indicated.
 - Two cost estimates/bids for the cost of deconstruction that include an estimate of the percentage of the building that will be reused in its present form and the

percentage of the building that will be recycled. An architect, engineer, or contractor must provide this percentage. If acting as your own contractor, identify the project manager and provide experience in deconstruction and/or demolition. The square footage of the building must be indicated.

- An inventory of the estimated materials to be recovered through the deconstruction (example: number of windows, doors, linear feet of lumber, metal, shingles, concrete). (Form available on the Department's website).
- A list of the markets for the items on the inventory. Include the name, address, and phone number of the identified markets.
- Photographs of the inside and outside of the property before deconstruction. A photograph of the cleared property will be required when the project is completed.
- A legible map of the property's location and address of the property.

If successful in receiving a deconstruction grant, asbestos and lead-based paint surveys will be required. Contact the Department at 402-471-6411 and ask for the VCP/Brownfields Coordinator with the Land Management Remediation Section for information about surveys and abatement.

XII. Litter Reduction & Recycling Program Priority System

The Function of the Program Priority System is to enable reviewers to objectively and quantitatively score applications commensurate with the impact of the project proposal on the reduction of waste, increased recycling, composting, market development for recyclable produces, public education and planning, increased technical assistance, implementation of household hazardous management programs, and removal of barrier to waste reduction in the service area.

These questions apply to Litter Public Ed and Litter Recycling Grants

None Low Med High

How well are the project and accomplishments described	0	1	2	3
Provided a timeline with specific tasks to be accomplished at each milestone during the grant term	0	1	2	3
Defined the service area by a map or other materials	0	1	2	3
Explained how the project will benefit the defined area	0	1	2	3
Explained how the need for this project was determined	0	1	2	3
Defined the mechanism(s) that will be used to measure and/or analyze program effectiveness	0	1	2	3
Explained how the program will achieve demonstrable direct results	0	1	2	3
Listed other providers or entities that provide similar services as this project and if there are, how is this project different	0	1	2	3
Listed other entities that will partner with the project	0	1	2	3
Will the project be on-going after the funding has ended	0	1	2	3
How well did the program promote litter or waste reduction	0	1	2	3

These additional questions are for Litter Recycling Grants only

Program promoted end-markets for recycled materials and/or purchased products made of recycled material	0	1	2	3
Program created end-use markets for recyclables in Nebraska	0	1	2	3
Program increased the value or marketability of recycled materials	0	1	2	3
Identified the market for recyclables collected or processed	0	1	2	3

These are the only questions for Litter Clean-up Grants

The projected areas of clean-up are defined	0	1	2	3
Described the types of litter and type of recycling/disposal planned	0	1	2	3
Provided a mechanism to measure/analyze project effectiveness	0	1	2	3
Described how the program builds on an existing program(s)	0	1	2	3
Defined how the program will promote litter reduction and/or recycling	0	1	2	3

The remaining portion of the program Priority System is for use by the DWEE Waste and Air Grants staff. The points assigned for match percentage are derived from mathematical calculations and not based on the subjective opinion of reviewers. Grantees will be accountable for the match percentage that they were awarded.

At or above 50% cash and non-cash match	10 points
Between 25% and 49% cash and non-cash match	5 points
Between 0% and 24% cash and non-cash match	0 points

XIII. Waste Reduction & Recycling Program Priority System

The function of the Program Priority System is to enable reviewers to objectively and quantitatively score applications proportionate to the impact of the project proposal on the reduction of waste, increased recycling, composting, market development for recyclable products, increased technical assistance, implementation of household hazardous management programs, public education, and removal of barriers to waste reduction in the service area.

Section One - Proposal Elements. These questions evaluate standard elements which should be present in any grant application

None Low Med High

How well were the project and accomplishments described	0	1	2	3
Provided a timeline with specific tasks to be accomplished at each milestone during the grant term	0	1	2	3
Defined the service area by a map or other materials	0	1	2	3
Explained how the project will benefit the defined area	0	1	2	3
Explained how the need for this project was determined	0	1	2	3
Defined the mechanism(s) that will be used to measure and/or analyze program effectiveness	0	1	2	3
Explained how the program will achieve demonstrable direct results	0	1	2	3
Listed other providers or entities that provide similar services as this project and if there are, how is this project different	0	1	2	3
Listed other entities that will partner with the project	0	1	2	3
Will the project be on-going after the funding has ended and if so how	0	1	2	3

Maximum points for section one - 30

Section Two - Project furtherance of State Waste Reduction and Recycling Grants. This question is your opportunity to 'sell us your project' in terms of its effectiveness in reducing waste.

None Low Med High

How effective is the project in reducing the amount or toxicity of solid waste generated or landfilled in Nebraska. Eligible projects include, but are not limited to:

Technical and financial assistance to political subdivisions for the creation of recycling systems and for modification of present recycling systems
Recycling, waste reduction and diversion projects, including public education, planning, and technical assistance
Market development for recyclable materials separated by generators, including public education, planning, and technical assistance
Capital assistance for establishing private and public intermediate processing facilities for recyclable materials and facilities using recyclable materials in new products
Programs which develop and implement composting of yard waste, food waste, sewage sludge, or other organics
Technical assistance for waste reduction and waste exchange for waste generators
Programs to assist communities and counties to develop and implement household hazardous waste management programs
Capital assistance for establishing private and public facilities to manufacture waste to generate and recover energy resources

Reimbursement of costs to cities of the second class villages and counties of five thousand or fewer population for the deconstruction of abandoned building. Eligible deconstruction costs will be related to the recovery and processing of recyclable or reusable material from the abandoned buildings

Other projects to remove barriers to waste reduction, such as:
 Technical barriers (filling technology gaps, providing technical assistance, planning and program development),
 Financial barriers (access to capital),
 Infrastructure/system barriers (material management information/reports, material markets, facilities),
 Knowledge/skills/abilities (KSA) barriers (baseline measurement, improvement through education, training, skill building), or
 Motivational barriers (incentives and disincentives to waste reduction, engagement of uninvolved market segments).

Maximum points for section two - 30

Section Three – The remaining portion of the program Priority System is for use by the DWEE Waste and Air Grants Staff. The points assigned in the following sections are derived from mathematical calculations and not based on the subjective opinion of reviewers.

Type of Program

Volume Reduction at the Source, and/or Toxicity Reduction	20 points
Reuse, Recycling, and Vegetative Waste Composting	15 points
Land Disposal and Incineration with Energy Recovery	10 points
Incineration for Volume Reduction without Energy Recovery	5 points

Utilization of resources – Grantees are highly encouraged to utilize all available resources including cash match and non-cash match (donations).

At or above 50% cash and non-cash match	10 points
Between 25% and 49% cash and non-cash match	5 points
Between 0% and 24% cash and non-cash match	0 points

Maximum points for section three - 30

Does the eligible project employ disabled or handicapped persons	Yes 5 points No 0 points
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Total points possible per application - 95

XIV. Combined Budget Summary

Grantee -
Budget Requests for 2026 -- Quarter #

	Grant Request # LR&R Public Education			Grant Request # LR&R Clean-up			Grant Request # Waste Grant - Business Fee			Total Budget			
	Grant Funds Requested	Matching Cash Funds	Matching Non-Cash Funds	Grant Funds Requested	Matching Cash Funds	Matching Non-Cash Funds	Grant Funds Requested	Matching Cash Funds	Matching Non-Cash Funds	Grant Funds Requested	Matching Cash Funds	Matching Non-Cash Funds	Totals
Personnel										\$0	\$0	\$0	\$0
Supplies										\$0	\$0	\$0	\$0
Operating Expenses										\$0	\$0	\$0	\$0
Travel										\$0	\$0	\$0	\$0
Equipment										\$0	\$0	\$0	\$0
Contractual Services										\$0	\$0	\$0	\$0
Litter Cleanup Projects										\$0	\$0	\$0	\$0
Other										\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

XV. 25% Scrap Tire Eligible Reimbursements For

The turf installer **MUST** complete and sign this form for the Department to consider the grant reimbursement request

Grant Number: _____

Applicant Name: _____

Company Installing: _____

Description and amount(s) of eligible item(s):

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
TOTAL		\$ _____

Do you have a Nebraska tire certification letter? If yes, make sure you have included it with this reimbursement request.

☐ YES ☐ NO

Has the entire invoice(s) for this project been paid in full?

☐ YES ☐ NO

**By signing this form, you agree that the itemized costs are true and accurate.*

Applicant's Name (please print)

Applicant's Signature

Date

Installer's Name (please print)

Installer's Signature

Date

Please see list of eligible costs on next page

Summary of Eligible Costs for 25% Scrap Tire Projects

Playground Tiles

- 25% of tiles made of at least 25% recycled tires & the installation costs of the tiles only
 - Installation don't include: costs of tearing out old, concrete, etc.

Poured-in-Place

- 25% of poured-in-place made of at least 25% recycled tire content & installation costs (rubber portion only)
 - Installation costs don't include: concrete, tearing out old, etc.

Artificial Turf

- 25% of rubber in-fill, made of at least 25% recycled rubber, seaming materials, inlaid lines and logos made from carpet material & installation costs
 - Installation costs don't include: groomers and sweepers, any grading, fencing, removal of old, etc.

Athletic Running Tracks

- 25% of the latex or polyurethane base mat using SBR rubber, track striping, installation costs for the rubber. Must be 25% recycled tire content.
 - Will not reimburse: structural sprays using EPDM rubber, removal of old track, other construction costs.